



Canadian Psychological Association  
Section on Psychologists in Hospitals and Health Centres (PHHC)  
AGM  
June 2, 2019  
CPA, Halifax, Nova Scotia

**Present:** Simone Kortstee (Chair), Marcie Balch (Member at large, recorder), Stephanie Greenham (Chair Elect), Vincent Santiago (Student Rep), Ian Nicholson, Maxine Holmquist, Brent Hayman-Abello, Robin Adkins, Lesley Graf

1. Approval of Agenda (Simone Kortstee)
  - Agenda approved as circulated by Brent, Seconded by Robin
2. Approval of Minutes of meeting June 26, 2018 (Simone)
  - Minutes of 2018 AGM circulated and approved by Brent, Seconded by Robin
3. Chair's Report (Simone Kortstee)
  - Explained the role of the Chair-Elect and clarified time commitment of 4 years for that individual (as Chair Elect, Chair for 2 years, then Past Chair) so that there will always be two people in the role
  - Discussed the cancellation of the CPA Workshop panel and the reasons why this occurred. This was a combination of a scheduling and communication error combined with hesitancy from our governing bodies (NSBEP and APNS and the law firm) to participate. Suggestion was to prearrange a teleconference with the speakers and the scenarios so that they wouldn't feel unprepared. Future panel could also be linked with other sections.
  - Discussed priority for the section being communication and networking with leaders across the country and support to attend CPA

- Discussed appropriate use of the listserv, also to consider Google Groups, as a method for better communication as long as there is an “opt out” option
  - Priorities for the Section: Communication platform and CPA programming
4. Secretary – Treasurer’s Report (Simone Kortstee)
- Financial statement for 2018 and Budget up to June 2019 circulated and reviewed; approved by Robin, seconded by Maxine
  - Treasurer’s report provided by Amanda Pontefract
  - Motion passed to increase the PHHC Executive Committee Student Representative Travel Award from \$250 to \$500
  - Motion passed to award 2 Student Presentation Awards of \$250 each. There would continue to be one award of merit (criteria to be clarified) and one Travel award for a presenter from outside of the region of the conference who is a member of the section, selected by lottery
  - Motion passed to budget up to \$1000 for a CPA Invited Speaker (with a suggestion to consult with the CPA around an amount that is consistent with other section guidelines)
5. Communications Committee Report (Marcie Balch)
- Two newsletters sent out – one in the fall and one in the spring
  - Lesley Graf suggested listing contents along with the Newsletter to highlight the material
  - Discussions above re: the importance of a better communication platform
6. Leadership & Mentorship Committee Report (Simone Kortstee)
- Not much activity in the past year
  - Discussed the importance of having a broader representation across Canada for committees in general
7. Student Representative’s Report (Simone Kortstee)
- Welcome to Vincent Santiago, elected student representative
8. Election of New Executive Members (Simone Kortstee)
- Stephanie Greenham will be Chair-Elect
  - Member at Large position remains unfilled

9. Recognition of Outgoing Executive Members (Simone Kortstee)
  - Marcie Balch-
    - Member at Large- newsletter publications
10. Any Other Business
  - Discussion around the placement of the Section within CPA (that we are organized according to location of work rather than content along with IO and Community whereas we are closer to Neuro, Health, and Clinical sections
  - The Executive was thanked for the work over the past year
11. Adjournment
  - Motion passed to adjourn the meeting.